

TABLE OF CONTENTS

	Page
Coat of Arms	xviii
Officials of the Village	xix
Charter	c-1 – c-17

CODE

Chapter

1. General Provisions	1
Sec. 1-1. How Code designated and cited.....	1
Sec. 1-2. Definitions.....	1
Sec. 1-3. Rules of construction	2
Sec. 1-4. Effect of repeal of ordinances	3
Sec. 1-5. Provisions deemed continuations of existing ordinances	3
Sec. 1-6. Severability of parts of Code	3
Sec. 1-7. General penalty; continuing violations; municipal infractions excluded.....	3
Sec. 1-8. Citation in lieu of arrest.....	4
Sec. 1-9. Exemption from Montgomery County Legislation	4
Sec. 1-10. Conduct at meetings	7
Designated Reserved Pages	8-12
2. Public Ethics	13
Sec. 2-1. Short title	13
Sec. 2-2. Applicability.....	13
Sec. 2-3. Definitions.....	13
Sec. 2-4. Ethics Commission.....	15
Sec. 2-5. Conflicts of interest	17

Sec. 2-6.	Financial disclosure—local elected officials and candidates to be local elected officials	21	
Sec. 2-7.	Financial disclosure—employees and appointed officials.....	26	
Sec. 2-8.	Enforcement	26	
	Designated Reserved Pages.....	28-29	
3.	Personnel Code.....	30	
	Art. I.	In General.....	31
	Sec. 3-1.	Establishment of Village civil service	31
	Sec. 3-2.	Definitions.....	31
	Sec. 3-3.	Department organization.....	32
	Sec. 3-4.	Personnel Commission	33
	Sec. 3-5.	Reserved	33
	Art. II.	Village Manager.....	33
	Sec. 3-6.	Village Manager.....	33
	Sec. 3-7.	Duties of the Village Manager.....	33
	Sec. 3-8.	Special Employees	34
	Art. III.	Compensation; Leave; Holidays, etc.	34
	Sec. 3-9.	Compensation	34
	Sec. 3-10.	Sick Leave.....	35
	Sec. 3-11.	Annual Leave.....	35
	Sec. 3-12.	Holidays	36
	Sec. 3-13.	Death Leave	37
	Sec. 3-14.	Disability Leave.....	37
	Sec. 3-15.	Leave of absence without pay	37
	Sec. 3-16.	Official Leave.....	37
	Sec. 3-17.	Jury Duty Leave	37
	Sec. 3-18.	Military Leave	37

Sec. 3-19.	Accruing leave while on leave	38	
Sec. 3-20.	Retirement and pension plans.....	38	
Art. IV.	Layoffs; Sanctions; etc.	38	
Sec. 3-21.	Layoffs	38	
Sec. 3-22.	Sanctions--Generally	38	
Sec. 3-23.	Same—Hearing.....	40	
Sec.3-24.	Fringe Benefits During Suspension.....	40	
Sec. 3-25.	Reserved	40	
Art. V.	Complaints; Appeals; Hearings.....	40	
Sec. 3-26.	Complaints Concerning Status or Conditions	40	
Sec. 3-27.	Appeals by Employees.....	40	
Sec. 3.28.	Appeal Procedures	41	
Sec. 3-29.	Hearing Procedures	41	
Sec. 3-30.	Decision of Personnel Commission	42	
Sec. 3-31.	Appeal to Board of Managers	42	
Sec. 3-32.	Reserved	42	
	Designated Reserved Pages.....	43-49	
4.	Emergencies	50	
	Sec. 4-1.	Public Emergency Defined.....	50
	Sec. 4-2.	Proclamation of a State of Emergency	50
	Sec. 4-3.	Orders, Rules and Regulations	50
	Sec. 4-4.	Penalties	51
	Designated Reserved Pages.....	52-56	
5.	Municipal Infractions	57	
	Sec. 5-1.	Definitions.....	57
	Sec. 5-2.	Declaration as Municipal Infractions; Fines.....	57
	Sec. 5-3.	Issuance of Citation	57

Sec. 5-4.	Payment of Fine	58
Sec. 5-5.	Election to Stand Trial	58
Sec. 5-6.	Failure to Pay Fine or Elect to Stand Trial.....	58
Sec. 5-7.	Court Proceedings	58
	Designated Reserved Pages	60-64
6.	Penalties, Fees and Fines	65
Sec. 6-1.	Penalty for delinquent payment of taxes.....	65
Sec. 6-2.	Fees and charges for permits and services.....	65
Sec. 6-3.	Municipal infraction fines.....	68
Sec. 6-4.	Presumption that violation is a municipal infraction	70
Sec. 6-5.	Parking, stopping or standing fines	70
	Designated Reserved Pages	72-75
7.	Village Building Facilities.....	76
Sec. 7-1.	Short Title	76
Sec. 7-2.	Purpose and Policy.....	76
Sec. 7-3.	Definitions.....	76
Sec. 7-4.	Building Facilities Commission.....	76
	Designated Reserved Pages	78-82
8.	Building and Building Regulations	83
Art. I.	In General.....	85
Sec. 8-1.	Definitions.....	85
Sec. 8-2.	County Building Code	88
Sec. 8-3.	Reserved	88
	Art. II. Administration.....	89
	Div. A. Permits	89
Sec. 8-4.	Delegation of authority by Board of Managers	89
Sec. 8-5.	Building Permits.....	89

Sec. 8-6.	Building Permit issuance and conditions	90
Sec. 8-7.	Dumpsters and portable storage units	91
Sec. 8-8.	Reserved	91
Div. B.	Appeals, Special Permits and Variances.....	91
Sec. 8-9.	Review authority of Board of Managers	91
Sec. 8-10.	Review procedures	92
Sec. 8-11.	Administrative Special Permits, administrative variances, and the Building Officer	93
Sec. 8-12.	Reserved	94
Div. C.	Enforcement	94
Sec. 8-13.	Remedial action, stop work order, revocation, violations	94
Sec. 8-14.	Municipal infraction; penalties	95
Sec. 8-15.	Reserved	95
Art. III.	Private Property Regulations.....	95
Sec. 8-16.	Residential building construction prohibitions	95
Sec. 8-17.	Unsafe conditions during construction.....	97
Sec. 8-18.	Demolition of buildings	98
Sec. 8-19.	Developmental nonconformities	98
Sec. 8-20.	Garages and accessory buildings.....	98
Sec. 8-21.	Installation and maintenance of fences, walls, trees, hedges, shrubbery, lamp posts, hand rails and arbors.....	99
Sec. 8-22.	Antennae, air conditioners, heat pumps and generators	100
Sec. 8-23.	Tennis courts.....	100
Sec. 8-24.	Swimming pools and outdoor therapeutic baths	100
Sec. 8-25.	Alteration of water flow or drainage.....	101
Sec. 8-26.	Driveways	102
Sec. 8-27.	Reserved	102
Designated Reserved Pages		103-105

9.	Fire Safety Code	106
	Sec. 9-1. Adoption of County Law	106
	Sec. 9-2. Sections Amended	106
	Sec. 9-3. Regulations	106
	Sec. 9-4. Authority to Administer and Enforce	106
	Sec. 9-5. Other Ordinances	107
	Designated Reserved Pages	108-112
10.	Health and Sanitation	113
	Art. I. In General	114
	Sec. 10-1. Definitions	114
	Art. II. Administration	114
	Sec. 10-2. Title and Administration of Chapter	114
	Sec. 10-3. Authority of the Village Manager to Regulate and Control Collection of Refuse and Hazardous Waste	115
	Sec. 10-4. Establishment of Rules and Regulations for Collection or Disposal of Refuse and Hazardous Waste	115
	Sec. 10-5. Authority to Contract with Private Collectors	115
	Art. III. Refuse Collection	115
	Sec. 10-6. Regular Collection of Household Garbage, Trash and Mixed Recyclables	115
	Sec. 10-7. Special Pickups of Rubbish	115
	Sec. 10-8. Exceptions	116
	Sec. 10-9. Pickup of Lawn and Garden Debris	116
	Art. IV. Prohibitions	116
	Sec. 10-10. Accumulation of Refuse, Construction Rubble or Hazardous Waste ..116	116
	Sec. 10-11. Placement of Refuse, Construction Rubble or Hazardous Waste on Public or Private Property Prohibited	116
	Sec. 10-12. Restrictions on Use of Public Trash Receptacles	116
	Sec. 10-13. Advertisements and Handbills	117

Sec. 10-14.	Liquids and Gases	117
Sec. 10-15.	Use of Poison	117
Sec. 10-16.	Household Hazardous Waste Disposal	117
Sec. 10-17.	Maximum Height of Grass and Weeds	117
Secs. 10-18 – 10-26.	Reserved	117
Art. V.	Enforcement	117
Sec. 10-27.	Notice to Abate Prohibited Conditions.....	117
Sec. 10-28.	Abatement of Prohibited Conditions by the Village.....	118
Sec. 10-29.	Penalties.	118
	Designated Reserved Pages.....	119-123
11.	Stormwater Management	124
Art. I.	In General.....	125
Sec. 11-1.	Purpose and Authority	125
Sec. 11-2.	Definitions.....	125
Art. II.	Applicability.....	127
Sec. 11-3.	Scope	127
Sec. 11-4.	Exemptions	127
Sec. 11-5.	Waiver of Requirements; Eligibility.....	128
Sec. 11-6.	Variances	128
Art. III.	Stormwater Management Plans.....	128
Sec. 11-7.	Review and Approval of Stormwater Management Plans	128
Sec. 11-8.	Contents of the Stormwater Management Plan	129
Art. IV.	Permits	130
Sec. 11-9.	Permits – Requirements	130
Sec. 11-10.	Same – Fee	130
Sec. 11-11.	Same – Suspension, Revocation and Municipal Infraction Fees.....	130
Sec. 11-12.	Same – Conditions	131

Art. V.	Stormwater Management Criteria.....	131
Sec. 11-13.	Minimum Control Requirements	131
Sec. 11-14.	Stormwater Management Measures	131
Sec. 11-15.	Specific Design Criteria.....	132
Art. VI.	Performance, Inspection and Maintenance.....	132
Sec. 11-16.	Performance Bond	132
Sec. 11-17.	Inspection Schedule and Reports	133
Sec. 11-18.	Inspection Requirements During Construction	133
Sec. 11-19.	Final Inspection.....	133
Sec. 11-20.	Maintenance Agreement, if Applicable	134
Sec. 11-21.	Maintenance Responsibility.....	134
Art. VII.	Appeals	135
Sec. 11-22.	Appeals to Board of Managers; Procedures	135
Art. VIII.	Enforcement, Effective Date	136
Sec. 11-23.	Penalties	136
Sec. 11-24.	Effective Date	136
	Designated Reserved Pages.....	137-141
12.	Signs	142
Sec. 12-1.	Purpose.....	142
Sec. 12-2.	Definitions.....	142
Sec. 12-3.	Permit Required	143
Sec. 12-4.	Permit Application	144
Sec. 12-5.	Prohibited Signs.....	144
Sec. 12-6.	Exemptions from Chapter	144
Sec. 12-7.	Signs Permitted.....	146
Sec. 12-8.	Locations of Signs	148
Sec. 12-9.	Temporary Directional Signs	148

Sec. 12-10.	Nonconforming Signs	148	
Sec. 12-11.	Removal of Signs in Violation of this Chapter	148	
Sec. 12-12	Presumption in prosecutions	149	
Sec.12-13	Penalties	149	
Sec. 12-14	Electronic Pet Containment System Signs	150	
	Designated Reserved Pages	150	
13.	Motor Vehicles and Traffic	151	
	Art. I.	In General.....	152
	Sec. 13-1.	Definitions.....	152
	Art. II.	Traffic Control Generally.....	152
	Sec. 13-2.	Authority to Erect Traffic Signs and Devices.....	152
	Sec. 13-3.	Restriction of Traffic and Parking	153
	Sec. 13-4.	Snow Emergency Routes.....	153
	Sec. 13-5.	Impounding Illegally Parked Vehicles	153
	Sec. 13-6.	Reserved	154
	Art. III.	Stopping, Standing and Parking	154
	Sec. 13-7	Establishment of Emergency or Temporary No Parking Zones	154
	Sec. 13-8.	Time Limits in Parking.....	154
	Sec. 13-9.	Restrictions on Parking Near Public Buildings or Facilities	154
	Sec. 13-10.	Commercial Vehicle Parking Prohibited.....	155
	Sec. 13-11.	Parking Vehicles in Violation of Official Signs	155
	Sec. 13-12.	Parking of Vehicles During and Following Periods of Snow and Ice Accumulation	155
	Sec. 13-13.	Parking by commercial Vehicles and Public Service Vehicles	155
	Sec. 13-14.	Parking Privileges to Disabled Drivers	155
	Sec. 13-15 – 13-19.	Reserved	156
	Art. IV.	Administration and Enforcement	156
	Sec. 13-20.	Montgomery County, Concurrent Jurisdiction	156

Sec. 13-21.	Duty of Police Officer or Other Authorized Persons	156
Sec. 13-22.	Required Payment of Fines, Dishonored Checks; Penalties	156
Sec. 13-23.	Failure to Pay Fine or Stand Trial.....	157
Sec. 13-24.	Presumption in Reference to Illegal Parking	157
Sec. 13-25.	Impounding or Immobilizing Vehicles for Repeated Violations.....	157
Sec. 13-26.	Sale of Abandoned Vehicles – Procedure Generally	158
Sec. 13-27.	Same – Evidence of Title.....	158
Sec. 13-28.	Same – Disposition of Proceeds; Payment of Liens, etc.....	159
Sec. 13-29.	Receipts not Required for Payment Received by Mail.....	159
Sec. 13-30.	Penalties Generally	159
Sec. 13-31.	Severability	159
	Designated Reserved Pages	160-173
14.	Permit Parking	174
Sec. 14-1.	Findings	174
Sec. 14-2.	Designation of Areas	175
Sec. 14-3.	Criteria for Designation.....	175
Sec. 14-4.	Notice of Public Hearing	176
Sec. 14-5.	Decision of Board of Managers	176
Sec. 14-6.	Implementation.....	176
Sec. 14-7.	Issuance of Permits	176
Sec. 14-8.	Application for Permit	176
Sec. 14-9.	Issuance of Parking Stickers	176
Sec. 14-10.	Issuance of Guest Cards.....	177
Sec. 14-11.	Fees	177
Sec. 14-12.	Penalties for Violations	177
Sec. 14-13.	Severability	178
	Designated Reserved Pages	179-182

15.	Bicycles	183
Sec. 15-1.	Adoption of County Law	183
Sec. 15-2.	Regulations.....	183
Sec. 15-3.	Authorization to Administer and Enforce.....	183
Sec. 15-4.	Other Ordinances.....	183
	Designated Reserved Pages	184-188
16.	Closure and Abandonment of Rights-of-Way	189
Sec. 16-1.	Definitions and Scope	189
Sec. 16-2.	Requests to Close or Abandon	190
Sec. 16-3.	Hearings—Notice	190
Sec. 16-4.	Request for Comments Prior to Closure or Abandonment	190
Sec. 16-5.	Action by the Board of Managers.....	191
Sec. 16-6.	Withdrawal of Request	192
Sec. 16-7.	Subdivision Requests	192
	Designated Reserved Pages	193-194
17.	Urban Forest	195
Sec. 17-1.	Trees included.....	195
Sec. 17-2.	Permit required.....	195
Sec. 17-3.	Permit standards.....	195
Sec. 17-4.	Appeals	196
Sec. 17-5.	Tree Ordinance Board	197
Sec. 17-6.	Factors considered on appeal.....	197
Sec. 17-7.	Trees in public right-of-way	198
Sec. 17-8.	Penalties	198
Sec. 17-9.	Remedial action.....	198
Sec. 17-10.	Control of Dutch Elm Disease	199
	Designated Reserved Pages	201-203

18.	Animal control	204
Sec. 18-1.	Adoption of County Law	204
Sec. 18-2.	Sections Added.....	204
Sec. 18-3.	Sections Amended.....	204
Sec. 18-4.	Regulations.....	205
Sec. 18-5.	Authorization to Administer and Enforce.....	205
Sec. 18-6.	Other Ordinances.....	205
	Designated Reserved Pages.....	206-210
19.	Solicitors and Vendors	211
Sec. 19-1.	Definitions.....	211
Sec. 19-2.	Other Ordinances.....	212
Sec. 19-3.	Village License Required	212
Sec. 19-4.	License Requirements.....	212
Sec. 19-5.	License Term and Fees	212
Sec. 19-6.	Noise for Advertising Purposes Prohibited	212
Sec. 19-7.	Use of Stands and Parking of Vehicles Prohibited	213
Sec. 19-8.	Hours of Soliciting and Vending	213
Sec. 19-9.	License Display	213
Sec. 19-10.	License Revocation or Suspension	213
Sec. 19-11.	Appeals	214
Sec. 19-12.	Penalties	214
	Designated Reserved Pages.....	215-219
20.	Noise Control	220
Sec. 20-1.	Adoption of County Law	220
Sec. 20-2.	Sections Added.....	220
Sec. 20-3.	Sections Amended.....	221
Sec. 20-4.	Regulations.....	221

Sec. 20-5.	Authorization to Administer and Enforce.....	221
Sec. 20-6.	Other Ordinances.....	221
Designated Reserved Pages		222-226
21.	Alarms	227
 Sec. 21-1.	Definitions.....	227
 Sec. 21-2.	Registration required.....	227
 Sec. 21-3.	Audible alarm systems.....	227
 Sec. 21-4.	Reserved	227
 Sec. 21-5.	Penalties	227
Designated Reserved Pages		228-230
22.	Cable Communications	235
 Sec. 22-1.	Adoption of County Law	235
 Sec. 22-2.	Sections Added	235
 Sec. 22-3.	Sections Amended.....	236
 Sec. 22-4.	Regulations.....	236
 Sec. 22-5.	Authorization to Administer and Enforce.....	237
 Sec. 22-6.	Other Ordinances.....	237
 Sec. 22-7.	Prior Amendments Adopted	237
Designated Reserved Pages		238-242
23.	Minimum Livability Code-Repealed	243-265
24.	Procurement and Disposition.....	266
 Art. I.	In General.....	268
 Sec. 24-1.	Purpose	268
 Sec. 24-2.	Scope	268
 Sec. 24-3.	Administration.....	268
 Sec. 24-4.	Definitions.....	269
 Sec. 24-5.	Reserved	270

Art. II.	Source Selection and Contract Formation	270
Div. 1.	Generally	270
Sec. 24-6.	Written contract	270
Sec. 24-7.	Voidable contract	270
Sec. 24-8.	Types of contracts	271
Sec. 24-9.	Contract modification, change or adjustment	271
Sec. 24-10.	Village procurement records	271
Sec. 24-11.	Right to reject bids, proposals or offers	271
Sec. 24-12.	Reserved	271
Div. 2.	Competitive Bidding and Proposal	271
Sec. 24-13.	Competitive sealed bidding	271
Sec. 24-14.	Competitive sealed proposal	272
Sec. 24-15.	Override of bid and proposal requirements	272
Div. 3.	Procurement Exempt from Competitive Bidding and Proposal	272
Sec. 24-16.	Open Market Procurement or Disposition	273
Sec. 24-17.	Petty expenditure	273
Sec. 24-18.	Sole source procurement	273
Sec. 24-19.	Emergency procurement	273
Sec. 24-20.	Contract extension	273
Sec. 24-21.	Cooperative and wholesale procurement	273
Sec. 24-22.	Employee benefits	274
Div. 4.	Professional services	274
Sec. 24-23.	Selection methods	274
Sec. 24-24.	Selection of process by negotiation	274
Sec. 24-25.	Reserved	274
Div. 5.	Disposition of goods	274
Sec. 24-26.	Unusable, obsolete or surplus goods	274

Sec. 24-27.	Methods of sale.....	275
Sec. 24-28.	Waiver	275
Sec. 24-29.	Worthless items	275
Sec. 24-30.	Reserved	275
Art. III.	Contract Requirements	275
Div. 1.	Generally.....	275
Sec. 24-31.	Reserved	275
Div. 2.	Specifications.....	275
Sec. 24-32.	Interpretation	276
Sec. 24-33.	Brand name specification	276
Sec. 24-34.	Brand name competition	276
Sec. 24-35.	Reserved	276
Div. 3.	Bonds and Bid Security	276
Sec. 24-36.	Bid security.....	276
Sec. 24-37.	Contract performance and payment bonds	277
Sec. 24-38.	Additional Bonds	277
Sec. 24-39.	Reserved	277
Art. IV.	Appeals and Remedies.....	277
Sec. 24-40.	Bid protest	277
Sec. 24-41.	Contract claim resolution.....	278
Sec. 24-42.	Reserved	278
Art. V.	Ethics in Contracting	278
Sec. 24-43.	Collusive bidding	278
Sec. 24-44.	Authority to suspend or debar contractor	278
Sec. 24-45.	Application of competitive bidding regulations to Village officers and employees	279
Sec. 24-46.	Reserved	280

Designated Reserved Pages	280-285
25. Public Rights-of-Way	286
Sec. 25-1. Definitions.....	286
Sec. 25-2. Maintenance of public right-of-way devoted to private use	287
Sec. 25-3. Disruption of Village streets or sidewalks	287
Sec. 25-4. Overhead or underground wires, cables, hoses, pipes, and similar facilities.....	288
Sec. 25-5. Driveways and walkways crossing public right-of-way.....	288
Sec. 25-6. Structures, fences, walls, lamp posts, hand rails, trees, hedges and shrubbery in public right-of-way.....	289
Sec. 25-7. Removal of snow and ice from public sidewalks	291
Sec. 25-8. Trees in the public right-of-way.....	291
Sec. 25-9. Maintenance of the public right-of-way	291
Sec. 25-10. Municipal infraction; penalties	292
Sec. 25-11. Remedial action and stop work order.....	292
Designated Reserved Pages	293-297
26. Election Supervisors.....	298
Sec. 26-1. Composition and term.....	298
Sec. 26.2. Qualifications.....	298
Sec. 26.3. Meetings.....	298
Sec. 26-4. Annual Report.....	298
Sec. 26-5. Duties.....	298
Designated Reserved Pages.....	300-303